

PERMITTING & INSPECTION SERVICES

CUSTOMER SERVICE
Tel (802) 863-0442
Fax (802) 652-4221

645 Pine Street, Suite A



TRADES DIVISION

Building (802) 540-1739
Building (802) 865-7559
Electrical (802) 865-7561
Plumbing/Heating (802) 865-7560

Burlington, Vermont 05401
www.burlingtonvt.gov/dpi

**PERMIT CANCELLATION/
FEE REIMBURSEMENT FORM**

The following information on this Permit Cancellation Form shall serve as the authentic document for canceling the permit previously requested. Canceling the permit shall mean; withdrawing the permit and without any work or part thereof from being conducted as described.

CONTRACTORS INFORMATION

(Please print clearly)

I, _____ ,
(Contractors name and license number)

contractor of the permit record listed below, will not be providing services for the work described, thus, requesting to cancel the permit identified *and* requesting for the permit fee reimbursement as authorized. It is further understood that this form will be submitted for processing of fees and as a result, no money will be transferred from PERMITTING & INSPECTIONS Office; therefore, all refunds will be sent via U.S. Mail.

Signature _____ Date _____

PERMIT INFORMATION

Permit Type: _____ Permit Number: _____

Street #: _____ Unit #: _____ Street Name: _____

Total Amount of Fees paid: _____

****Refunds less than or equal to \$20.00 will not be reimbursed****
REFUNDS CAN ONLY BE GIVEN WITH IN THE SAME FISCAL YEAR THE PERMIT WAS ISSUED.

Reason *Required*: _____

*******OFFICE USE ONLY*******

REFUND APPROVED YES / NO _____ AMOUNT _____
(circle one)

Inspectors Signature of Approval _____ Date _____